Name: _____   **Multimedia**

Directions:
Evaluate the student by checking the appropriate number or letter to indicate the degree of competency. The rating for each task should reflect **employability readiness** rather than the grades given in class.
Rating Scale:
3 **Mastered** – can work independently with no supervision
2 **Requires Supervision** – can perform job completely with limited supervision
1 **Not Mastered** – requires instruction and close supervision
N **No Exposure** – no experience or knowledge in this area

NOTE: * = Core competencies (essential for the first day on the job).

3	2	1	N	A. Introductory Concepts	Notes:
				*1. Define terms related to multimedia	
				*2. List hardware requirements for various types of media	
				3. Explain multimedia hardware standards	
				*4. Compare categories of multimedia software (e.g., presentation, authoring, animation, sound)	
				*5. Identify platform differences (e.g., MAC, Windows, NT)	
				*6. List types of files used in multimedia applications (e.g., EPS, GIF, JPG)	
				*7. Manage files	
				*8. Access media resources	
				*9. Identify tools in toolbars and palettes in various software programs	
				*10. Apply tools in toolbars and palettes in various software programs	
				*11. Download files (e.g., graphics, sound, video, animation)	
				*12. Explain import and export functions	
				*13. Determine import and export capabilities of various software packages	
				*14. Proofread and correct multimedia documents	
				*15. Perform file compression	
				*16. Describe how businesses use the Internet	
				17. Identify career/self-employment opportunities in multimedia production	
				*18. Identify design principles used in multimedia productions	
				19. Use organizational tools to plan multimedia products (e.g., storyboarding, outlining, branching)	
				Other:	

3	2	1	N	B. Ethics	Notes:
				*1. Demonstrate ethical behavior when designing multimedia applications	
				2. Explain key principles in the Electronic Users' Bill of Rights (e.g., safety, security, privacy)	
				*3. Identify copyright and patent laws for multiple media (e.g., video, text, sound, pictures)	
				Other:	

3	2	1	N	C. Graphics	Notes:
				*1. Create scanned images	
				*2. Determine appropriate file formats	
				*3. Manipulate scanned images (e.g., resizing, cropping, scaling, rotating)	
				*4. Import graphics	
				*5. Edit graphics (e.g., color, filters, tints)	
				*6. Manipulate graphics (e.g., resizing, cropping, scaling, rotating)	
				7. Use color tables (e.g., hue, saturation)	
				*8. Create digital camera images	
				9. Create original drawings using illustration software	
				*10. Incorporate screen captures into multimedia products	
				*11. Create simple animations	
				*12. Apply object linking in multimedia products	
				Other:	

3	2	1	N	D. Audio	Notes:
				*1. Describe functions of hardware required for performing audio tasks	
				*2. Import sound files	
				*3. Create audio files (MIDI)	
				*4. Access and capture recorded and live audio from a variety of sources (e.g., laser disk, CD-ROM, video, microphone)	
				5. Edit sound files	
				Other:	

3	2	1	N	E. Video	Notes:
				*1. Access and capture video clips from a variety of sources (e.g., laser disk, CD-ROM, video camera)	
				2. Edit a video	

3	2	1	N		Notes:
				3. Alter frames per second	
				*4. Queue a video	
				5. Transfer digital video output to other media (e.g., videotape, disk, CD-ROM, web page)	
				6. Describe functions of hardware required to perform video tasks	
				Other:	

3	2	1	N	F. Web Page Design	Notes:
				*1. Define web page design principles	
				*2. Evaluate web page design	
				*3. Define HTML (hypertext markup language)	
				*4. Explain the capabilities of HTML	
				*5. Define creation, organization, and navigation of links	
				6. Create storyboards	
				*7. Design a web page with text, graphics, and tables	
				8. Create hyperlinks (internal and external)	
				9. Edit using HTML	
				10. Apply external media (e.g., text, images, sound)	
				*11. Apply Internet etiquette	
				*12. Evaluate file size as it relates to the Internet	
				13. Identify various browser software and their restrictions (e.g., Netscape Navigator, Microsoft Internet Explorer)	
				14. Identify various HTML editing software (e.g.,, WYSIWYG, text-only)	
				*15. Upload files to a web server	
				Other:	

3	2	1	N	G. Electronic Presentations	Notes:
				1. Identify components of effective electronic presentations	
				2. Demonstrate basic features of presentation software	
				3. Use master slides and templates	
				4. Edit master slides and templates	
				5. Create master slides and templates using a variety of formats	
				*6. Draw and edit objects incorporating fills, borders, and lines	

				*7. Incorporate audio and visual elements (e.g., sound, graphics, animation)	
				*8. Incorporate transitions	
				9. Apply builds to slides	
				10. Apply timed settings	
				*11. Import files into a presentation (e.g., text, graphics, sound, video)	
				12. Prepare an electronic presentation using a variety of formats (e.g., text, graphics, bulleted lists)	
				13. Identify components of an interactive presentation developed with authoring software	
				*14. Demonstrate basic features of authoring software	
				15. Develop an authoring tutorial using scripting commands	
				16. Field test a tutorial created with authoring software	
				17. Evaluate peer-created tutorials	
				Other:	